

## Leominster Primary School Risk Assessment for Covid-19 and full school opening

**Risk Assessment completed by:** T. Mamak. Up dated by Helen Rees / Helen Lynch ( 05.05.21)

**Job Title:** Headteacher

**Date of Risk Assessment completion:** July 19th, 2020 (Reviewed and amended 6.11.2020) (Reviewed 13th January 2021) (Reviewed 21<sup>st</sup> January) (Reviewed 05 February 2021) (Reviewed 24<sup>th</sup> February, 2021) (Reviewed 5<sup>th</sup> May) **Reviewed 11<sup>th</sup> May**

**Date of review:** June 2021

Face coverings will also no longer be recommended for staff in classrooms unless they have an individual RA for being CV. In all schools and FE providers, we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.

Area of concern	Hazard	Persons at risk	Risk management	Responsible Person	Planned completion date	Line manager check
The school lapses in following national guidelines and advice, putting everyone at risk	The school's approach is not robust and in line with recent information	Pupils, staff, parents	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"><li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li><li>Information on the school website is updated.</li></ul>	Headteacher Deputy Headteachers SBM  Admin. Staff  Class teachers	Ongoing	HT ongoing

			<ul style="list-style-type: none"> <li>Pupils updated via classrooms as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	HT Admin staff		
Poor communication with parents and other stakeholders	Parents and other stakeholders are not aware of systems, processes and requirements, thereby acting unsafely	Pupils Staff Parents	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems</li> <li>Headteacher to share risk assessment with all staff</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	HT Class teachers  HT Admin. staff	1.09 and ongoing  15.07 17.07	HT ongoing
Lack of awareness of policies and procedures	Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely	Pupils Parents Staff	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:</li> </ul>	FSM SBM  All staff	17.09  1.09	HT 5.06

			<ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings' and 'Guidance for full opening (schools)'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of</li> </ul>	All staff	1.09	
				HT AHTs	1.09	

			<p>infection, e.g. infection control training.</p> <ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email and TEAMS meetings</li> <li>• Staff are given government advice regarding how to put on, take off and dispose PPE</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 3rd September 2020. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Regular electronic briefing issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and</p>	<p>SBM</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>CTs</p> <p>HT DHTs</p>	<p>1.09</p> <p>1.09</p> <p>17.07</p> <p>3.09</p> <p>Ongoing</p>	
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			procedures in place to keep themselves safe in school.			
Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable	Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects	Staff Families	<p>Staff who live with those who are clinically extremely vulnerable can attend work where home working is not possible; staff who live with clinically vulnerable can attend school.</p> <p>If either group of staff are advised otherwise by an individual letter from the NHS or a specialist doctor, they will not attend.</p> <p>These groups must maintain good prevention practice at school</p>	HT	1.09	HT
Children who have been classed as "clinically vulnerable"	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Pupils	Can attend	HT FSM		HT
Staff who have been classed as "clinically vulnerable" or extremely clinically vulnerable	Persons classed as "clinically vulnerable" or extremely clinically vulnerable are more at risk from Covid-19 effects	Staff	<p>Staff who are clinically vulnerable can come in if adjustments can be made to protect them and these are to be incorporated into individual risk assessments and agreed</p> <ul style="list-style-type: none"> <li>• Letter to staff to self-identify re. pregnancy</li> <li>• Email to staff re breast feeding, pregnancy and birth within last 6 months – staff to self-identify</li> </ul>	HT  HT HT	1.09  10.07 2.01.21	HT

			<ul style="list-style-type: none"> <li>• Questionnaires to staff</li> <li>• Staff previously shielding to remain off work if appropriate</li> <li>• Any vulnerable staff who attend school to have additional protective measures in place, including change in role if appropriate</li> <li>• Staff who are breast feeding or pregnant or gave birth within last 6 months to work from home</li> <li>• CEV and CV staff forms to be re-checked</li> </ul> <p>Staff who are CEV should not attend work but work from home where possible</p> <p>CV staff who attend must follow the system of controls in place in the school</p>	HT HT  HT  HT	10.07 10.07  w/b 7.9  4.1.21  Wb 4.1.  5.11	
Children who have been classed as extremely clinically vulnerable	Persons classed as “extremely clinically vulnerable” are more at risk from Covid-19 effects	Pupils	<p>Letter to families to discuss with child’s GP or specialist clinician whether child should be classified as CEV.</p> <p>CEV children advised not to attend school; education at home to be provided.</p>	HT	4.11 12.01 w/b 1.03	HT
Children who live with someone who is clinically extremely vulnerable or	Persons classed as “clinically extremely vulnerable” or clinically	Families	Pupils who have family members who are CEV can attend school	HT	1.09	HT

clinically vulnerable	vulnerable are more at risk from Covid-19 effects					
Persons entering the site with Covid-19 symptoms	Transmission to the school community	Pupils Staff	<p>Staff and pupils must not attend school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus symptoms</li> <li>• a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus symptoms</li> <li>• they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>• they (or someone in their household, support bubble or childcare bubble) have had a positive test</li> <li>• if advised by NHS Test and Trace to do so</li> </ul> <p>Parents and staff are aware that they must not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (LFD or PCR test)</li> </ul> <p>Letter to remind parents/carers</p>	HT	w/b 1.03	HT

			<p>Staff induction meeting</p> <p>Notice at school entrance</p> <p>No performances with an audience should be hosted.</p>	<p>HT</p> <p>Admin. staff</p> <p>All staff</p>	<p>1.03</p> <p>w/b 1.03</p> <p>Ongoing</p>	
Pupils and staff who are BAME	Mounting evidence of vulnerability of BAME people	Pupils Staff	<p>Individual risk assessments in place to mitigate risk, including staying at home for staff or changing role</p> <p>Risk assessment in place to reduce risk for BAME pupils</p>	<p>HT</p> <p>Chair of Governors</p> <p>HT</p>	<p>17.07</p> <p>1.09</p>	<p>HT</p> <p>CoG</p>
Spread of covid-19 through lack of hygiene	Transmission to the school community	Pupils Staff	<p>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</p> <p>Children and staff to clean hands regularly (including on arrival at school, after breaks, after outside activities, before and after eating, after sneezing or coughing, when changing rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion) ensuring that all parts of the hands are covered:</p> <ul style="list-style-type: none"> <li>Sinks available in majority of classrooms, sinks in toilets available</li> </ul>	<p>Admin. Staff</p> <p>CTs</p> <p>TAs</p>	<p>1.09</p> <p>3.09 and ongoing</p>	<p>HT</p> <p>DHTs</p> <p>AHTs</p> <p>SBM</p> <p>ongoing</p>





			<ul style="list-style-type: none"> <li>• Pupils do not bring resources or equipment from home apart from lunch boxes, hats, coats, books, bags, stationary and mobile phones.</li> </ul>	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> <li>• Books can be sent home but must be cleaned and rotated between use and hands washed for at least 20 seconds after handling (avoid unnecessary sharing)</li> </ul>	CTs/TAs	Ongoing	
			<ul style="list-style-type: none"> <li>• Staff clean iPads prior to and after use</li> </ul>	All staff	Ongoing	
			<ul style="list-style-type: none"> <li>• Shared telephone handsets to be wiped before and after use</li> </ul>	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> <li>• Shared classroom resources to be cleaned prior to or after use, along with frequently touched surfaces</li> </ul>	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> <li>• Resources/ equipment shared between bubbles (e.g. art and science resources) cleaned after use by teacher or TA; then either rotated for 48 hours (72 for plastics) or cleaned before use by next teacher or TA</li> </ul>	CTs TAs	Ongoing	
			<ul style="list-style-type: none"> <li>• Pupils and staff to have own individual and frequently used resources</li> </ul>	All staff	Ongoing	



			<ul style="list-style-type: none"> <li>Lidded bins</li> <li>Bins cleared through the day</li> </ul>	<p>CTs TAs</p> <p>Cleaning staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
			<p>Children and staff are encouraged not to touch their faces and staff regularly discuss/ demonstrate good respiratory hygiene processes with the children</p>	<p>CTs</p>	<p>Ongoing</p>	
			<p>Children are encouraged to adopt good hygiene practice through games and repetition</p>	<p>CTs TAs</p>	<p>Ongoing</p>	
			<p>Risk assessments for children who have difficulty with respiratory hygiene (e.g. activities avoid unhygienic practices such as sharing of resources or equipment ) and support given to the child</p>	<p>FSM SENCOS CTs TAs</p>	<p>Ongoing</p>	
			<p>Classrooms are ventilated where possible</p>	<p>CTs TAs</p>	<p>Ongoing</p>	
			<p>Air conditioning system turned off</p>	<p>SBM</p>	<p>Ongoing</p>	
			<p>School ventilation system – school has checked with LA Health and Safety</p>	<p>SBM</p>	<p>Ongoing</p>	
			<p>Cleaning frequently touched surfaces during the day (e.g books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters )</p>	<p>Cleaning staff CTs TAs</p>	<p>Ongoing</p>	

			and frequently used areas such as toilets			
			Cleaning rooms daily	Cleaning staff	Ongoing	
			Enhanced cleaning schedule formulated	SBP Cleaning staff	1.09	
			Outside learning takes place frequently	CTs	Ongoing	
			Singing, chanting, shouting does not take place	CTs	Ongoing	
			Shower is not to be used	All staff	1.09	
			Parents and staff told that children should not be sent in with individual hand sanitiser as school supplies	HT	16.09	
			Sanitiser should not be left in common areas but taken to and from by staff carrying out duties in those areas	All staff	16.09	
			Books from the library should only be taken by staff.	All staff	Ongoing	
			Books returned to the library should be placed in rotation prior to return to shelves	All staff	Ongoing	
			Extra rooms allocated to single bubbles so not used by multiple groups	SLT	Ongoing	
			Staff from each year group allocated separate area for lunch; sufficient space between tables;	SLT All staff	Ongoing	

			<p>staff instructed to clean after use; cleaning materials provided</p> <p>Marking- avoid touching children's books; invite oral feedback for you and other pupils to comment on e.g. a pupil reads out an extract from their writing for comment, reading comprehension is whole class and oral, children self-mark their own work</p> <p>Hand cleaning- staff to put notice above sink detailing the times children regularly wash their hands</p> <p>Ensure staff who work with pupils who spit uncontrollably/ often have more opportunities to wash their hands than other staff</p> <p>Ensure pupils who use saliva as a sensory stimulant or who struggle with "catch it, bin it, kill it" need more opportunities to wash their hands</p> <p>Respiratory hygiene- younger pupils and those with complex needs are helped to carry out routines correctly</p> <p>Any equipment used in the delivery of therapies (e.g. sensory equipment) must be cleaned between use by different individuals. If this is not possible, restrict use to one user or leave unused for 48 hours (72 hours for</p>	<p>All staff</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers TAs</p> <p>Teachers Tas</p> <p>Teachers TAs</p>	<p>Ongoing</p> <p>4.03</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			plastics) between use by different individuals.			
Poor hygiene practice re. toilet/changing facilities	Transmission of infection	Staff	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron, eye protection</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p>	Ongoing	<p>AHTs FS lead teacher HT</p> <p>ongoing</p>
Spread of covid-19 through lack of social distancing	Transmission to the school community	Staff Pupils	<p>As per government guidance, younger children are unable to maintain social distancing. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> <li>Clear signage in place regarding social distancing</li> <li>Avoiding contact with anyone with symptoms (see above and following section on removing any pupils who demonstrate symptoms within school)</li> </ul>	<p>Admin. Staff</p> <p>HT DHTs CTs TAs</p> <p>All staff</p>	<p>1.09</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>ongoing</p>

			<ul style="list-style-type: none"> <li>Frequent hand cleaning and good respiratory practice ( see above)</li> <li>Regular cleaning (see cleaning section below)</li> <li>Minimising contact and mixing –</li> </ul>	All staff	Ongoing	
			Maintain consistent groups during lessons, playtimes and lunchtimes	All staff	Ongoing	
			Limit maximum number of pupils in class bubbles to 30 at any one time	SLT	1.03	
			Where possible, use own toilets (5 & 6, N, R) but, if not, toilets to be supervised by TA to avoid mixing of bubbles (hall toilets and Yrs.1-4 corridors)and, where possible, allocate toilets to particular year groups	All staff	Ongoing	
			Bubbles to be kept apart at playtimes by using different parts of the playground on staggered rota; cones to be used to keep bubbles apart by 4 metres	All staff	Ongoing	
			Bubbles kept apart at lunchtimes by eating in own year group bubble (apart from year 6 who are still in a class bubble to eat but play together	All staff	1.03	
				All staff	Ongoing	



			<p>Adults in class to stay 2m away from each other and from children if possible (mark areas); teach from front of class; if closer contact needed for individuals, use screens (clean table and seat and screen between each child), minimise time to less than 15 minutes (either as a one-off or across the day) if within 2 metres (but really keep well below 15 minutes), avoid less than one metre (including when using screen); ensure TA and 1:1 TA are 2 metres away from other staff and children, minimise time to less than 15 minutes if within 2 metres (either as a one-off or across the day) (but really keep well below 15 minutes), avoid less than one metre, (including when using screen)</p>	SLT	Ongoing	
			<p>If 3 adults are in a room, one goes into allocated extra room with group unless 1:1</p>	CTs	1.09	
			<p>Pupils to be seated side by side and facing forwards</p>	CTs	1.03	

			<p>Only 2 pupil per desk and space between desks</p>	SLT	Ongoing	
			<p>Staggered starts and collections, staggered breaktimes and lunchtimes</p>	SLT	1.09	
			<p>Where possible, one way circulation in place</p>	All staff	Ongoing	
			<p>If another adult ( e.g. first aider or SLT member) needs to communicate with staff or children in a group will use telephone or, if required to do in person, do so from at least 2 metres away from any children or adults; 'phones wiped after use</p>	CTs	Ongoing	
			<p>Bins placed outside room for clearing</p>	Dinner supervisors	Ongoing	
			<p>AIP meals taken by dinner supervisors to their own Y6 classes</p>	CTs	Ongoing	
			<p>Pupils and adults always use the same room and the same desk and chairs; adults to name their chairs; PPA staff to bring in own chair to class room</p>	CTs	Ongoing	
			<p>Classrooms should have unnecessary surfaces and</p>		Ongoing	

			<p>items removed to create space and increase hygiene; stored elsewhere</p> <p>Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact</p> <p>Pathways to class sinks</p> <p>1:1 SEN TAs should be placed 2m from pupil and activities should enable this if possible</p> <p>1:1 SEN TAs to use PPE if needed due to proximity (gloves, aprons, masks, eye protection)</p> <p>Pupils enter, wherever possible, classrooms from outside; where not possible, to be supervised and bubbles use separate entrances/exits</p> <p>Furniture in school reception area to be removed</p> <p>Discourage parents from entering the school building: Meetings with</p>	<p>CTs</p> <p>CTs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>Admin. Staff</p> <p>SLT CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p>	
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			<p>parents and carers to only be essential and conducted over telephone or email; if physical meeting is unavoidable, then office to be cleared of admin staff if meeting held with teacher, partition partly opened, teacher to stand at least 2 metres from partition, parent/ carer to stand at least 2 metres from partition on marked line; parents to be informed of process; areas touched by teacher wiped down by teacher</p> <p>Any informal discussion with parents and carers at start/ end of day discouraged; if unavoidable, must be from a distance of at least 2 metres outside school building, face coverings used and time minimised</p> <p>Staffroom use to be minimised and furniture within to be organised to facilitate social distancing (tables and chairs spaced 2 metres apart, 1 adult/table, forward facing)</p> <p>Staff from each year group allocated separate area for</p>	<p>CTs TAs</p> <p>SLT CTs TAs</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>lunch; sufficient space between tables; staff instructed to clean after use; cleaning materials provided</p> <p>Staff to instruct pupils not to touch staff and other children; if necessary to hold hand, staff and child to wash hands immediately after</p> <p>Bubbles: all R-Yr. 4 bubbles are in class bubbles at all times except for lunches. Yrs. 5 and 6 are in year group bubble for entry into school but after that Y6 are in class bubbles but Y5 are in a year group bubble for lunch.</p> <p>Distance of 2 metres maintained between each class in the dinner hall.</p> <p>Children always sit in the same seat at lunchtime which is recorded.</p> <p>All dinner supervisors and AIP staff wear masks in the hall.</p>	All staff	Ongoing	
Spread of covid-19 through lack of social distancing	Transmission to the school community	Staff Pupils	As per government guidance, younger children are unable to maintain social distancing.			HT DHTs AHTs

in shared areas within the school			<p>Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> <li>Enter classrooms directly from outside wherever possible; where not possible, to be supervised and bubbles use separate entrances/exits</li> <li>CTs TAs</li> <li>Ongoing</li> <li>FS lead teacher ongoing</li> </ul>			
			<ul style="list-style-type: none"> <li>Avoid hall for PE by using outside spaces at staggered times and with separation between groups for non- contact PE</li> <li>CTs TAs</li> <li>Ongoing</li> </ul>			
			<ul style="list-style-type: none"> <li>Close library to children; KS2 staff to access on staggered basis</li> <li>SLT</li> <li>Ongoing</li> </ul>			
			<ul style="list-style-type: none"> <li>ICT suite-Teachers can access for collecting/ returning ipads (must be cleaned by teacher prior to and after use) Suite can be used on a booking system for Accelerated Reader quizzing and teaching computing ( same seat to be used by children in each class, cleaning of equipment and furniture after use)</li> <li>CTs TAs</li> <li>Ongoing</li> </ul>			
			<ul style="list-style-type: none"> <li>Enabling one-way circulation within corridors where possible or dividing corridors and stairs</li> <li>SLT CTs TAs</li> <li>Ongoing</li> </ul>			
				Admin. Staff	1.09	SBM HT

			<ul style="list-style-type: none"> <li>• Staggering break times to avoid congestion in corridors and on stairs</li> <li>• Children wash hands in classroom before lunchtime to avoid use of corridors and toilets if possible</li> <li>• Office- Notice at school building entrance asking parents and carers to stay outside school entrance, providing school number for parent or carer to call office rather than enter school reception area; appointment required</li> </ul>	Admin staff	1.09	
			Remove furniture from school reception area	Cleaning staff	Ongoing	
			Tissues and hand sanitiser to be available in office locations; sink is available in first aid room next to main office	SBM	Ongoing	
			Admin staff	Admin staff	ongoing	
			Only 2 admin staff to in main office, 1 member of staff moved to alternative office	Admin staff	Ongoing	
			Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating)	Admin staff	Ongoing	

			<p>Each individual is responsible for wiping down their own work area before and after use</p> <p>If parent or carer has to physically speak to office staff, staff to keep window partition at front as closed as possible and move at least 2 metres from partially opened partition; parent or carer to stand at 2 metre marker from partition</p> <p>Staff to wash hands after handling shared items; avoid handling if possible; avoid contact by having drop areas</p> <p>Put 2 metre markers from each work station within the office</p> <p>Ensure work stations are 2 metres apart</p> <p>If office staff need to move within 2 metres of the other, the seated office member is to move out of office first</p> <p>Staff to communicate with admin staff by email or 'phone; if unavoidable, talk to office staff from outside office: using</p>	<p>Admin staff</p> <p>SBM</p> <p>SBM</p> <p>Admin staff</p> <p>All staff</p> <p>Cleaning staff</p>	<p>Ongoing</p> <p>1.09</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>partially opened front window (2metres marked), staff within office to move 2 metres from window and maintain 2 metres from each other within office</p> <p>School reception area to be wiped down by cleaners during the day</p> <p>Visitors must not enter office; admin staff will bring out anything required, leave at 2 metre distance from staff member for collection</p> <ul style="list-style-type: none"> <li>• Staffroom and staff kitchen- in order to ensure social distancing, staffroom use to be minimised with tables spaced at 2 metres and chairs forward facing; staff may make drink in staffroom if social distancing with others in staffroom is possible but only use cups with lids and then leave and only 1 member of staff in ground floor kitchen at a time with waiting staff maintaining a 2metre distance outside kitchen door.</li> <li>• Toilets- Only children from the same bubble can</li> </ul>	<p>All staff</p> <p>All staff</p> <p>CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>SLT AHTs FS lead teacher</p> <p>ongoing</p>
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			<p>be in at the same time. To ensure that only children from same bubble at a time are in the corridor during lesson times and that only children from the same bubble are in the toilets at a time, the class TA is to look outside the classroom to check that the corridor is empty. If it is, the TA takes the child(ren) to the toilet and waits outside the toilet while the child(ren) goes in. When child(ren) comes out, the TA accompanies the child(ren) back to the class along the correct side of corridor marker. If children from different bubbles want to go to the toilet at the same time, this will be avoided by the fact that each TA has to check that the corridor is empty before leaving the classroom; if corridor already has a TA in it, then the other TA waits until the first TA and child(ren) have gone back into class. If no TA available, teacher in Yr. 5 and Yr. 6 to check if corridor is empty, child goes to toilet which has an open door, child to call out to check if room unoccupied; if unoccupied, to go in but if</p>	All Staff	Ongoing	
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			<p>occupied, to return to classroom and try later- all supervised from doorway by teacher. In p.m. 2EG and 2S call SR in 1EH who checks toilets and corridor , supervises from class door to ensure 2 m distance</p> <ul style="list-style-type: none"> <li>• Staff toilets- only one member of staff to go in at any one time, staff to check if in use by calling out before entering; toilets cleaned during the day</li> <li>• PPA room only used by 1 staff member at a time for photocopying; staff to wipe down photocopier before and after use; staff have PPA time at home</li> <li>• Joint assemblies in classes or hall not to take place</li> <li>• Lift usage to be restricted to disabled employees and those with specific conditions or need only; hand sanitiser is provided in lift; lift to be cleaned between use</li> <li>• Sanitiser available on counter in school reception area for use after pushing button to open exit door into lobby</li> <li>• Staff and visitors to be asked to bring in own pen to sign in/ out</li> <li>• Lunch hall –</li> </ul>	<p>CTs TAs</p> <p>SLT CTs</p> <p>All staff</p> <p>Cleaning staff</p> <p>Staff Visitors</p> <p>Dinner supervisors</p> <p>HT</p> <p>SBM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.03</p> <p>4.11 Ongoing</p> <p>Ongoing</p>	
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			<p>Pupils eat lunch in class rooms</p> <ul style="list-style-type: none"> <li>• SLT recommend to all staff to wear face coverings in communal areas; guidance re. protocols provided</li> <li>• A contingency supply of single-use face coverings available in school if required- outside HT's office</li> <li>• Different bubbles do not share/ use same rooms ( except for staff lunch and toilets – see above)</li> <li>• Staff informed not to use face visors or shields instead of face coverings. Staff inform HT if using within classroom or on playground. HT to approve (or not) use of, provide risk assessment and cleaning information</li> </ul>	<p>SLT All staff</p> <p>HT All staff</p>	<p>Ongoing</p> <p>w/b 1.03</p>	
Spread of covid-19 through lack of social distancing outside the school building during the pupil day	Transmission to the school community	Staff Pupils	<p>Start of day (see below)-</p> <ul style="list-style-type: none"> <li>• Pupils to arrive on a staggered basis</li> </ul> <p>Playtimes-</p> <ul style="list-style-type: none"> <li>• Playtimes to be staggered and, if any groups at playtime at the same time, different parts to be</li> </ul>	<p>SLT</p> <p>SLT CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs FS lead teacher</p> <p>Ongoing</p>



			<p>be cleaned after every use by the teacher or TA and prior to use by the new teacher or TA; an apron and gloves should be worn for cleaning and also a mask or eye protection if risk of spillage or spray</p> <ul style="list-style-type: none"> <li>• PE should take place outside</li> <li>• Pupils should maintain social distancing when performing PE</li> <li>• Team sports to be avoided</li> </ul>	<p>TAs</p> <p>CTs</p> <p>CTs</p> <p>Cts</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Spread of covid-19 through lack of social distancing at the start and end of the day</p>	<p>Transmission to the school community</p>	<p>Pupils Staff Parents and carers</p>	<p>Issue information to children, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</p> <p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and entrance and exit point</p> <p>Inform each year group and their parents of their allocated times for the beginning and end of their school day</p> <p>Start of day-</p> <ul style="list-style-type: none"> <li>• Only 1 parent to attend with child</li> <li>• Parents asked not to congregate at school entrance and exits</li> <li>• Parents to enter either through George Street</li> </ul>	<p>HT</p> <p>DHT</p> <p>DHTs SBM</p> <p>HT</p> <p>HT DHTs</p> <p>HT</p>	<p>w/b 1.03 Ongoing</p> <p>w/b 1.03</p> <p>w/b 1.03</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT DHTs AHTs FS lead teacher SBM</p> <p>Ongoing</p>

			<p>entrance or Hereford Road entrance</p> <ul style="list-style-type: none"> <li>Parents to leave school after drop off by following one- way system through closed off carpark</li> <li>Each year group to come on a staggered timetable</li> <li>Staff member at bottom of stairs to supervise from a 2 metre distance</li> <li>Junction boxes where 2 lines meet</li> <li>Children sent to classrooms or entrance points supervised by available teachers and Tas</li> <li>Parents with prams can enter through Hereford Road <b>on booked basis</b> and staff take or bring pupils to them</li> </ul> <p>End of day-</p> <ul style="list-style-type: none"> <li>Each class has an allotted staggered collection time</li> <li>Parents follow one-way entry and exit system</li> <li>Each teacher brings class down at allotted collection time</li> <li>Teacher sends each child to parent when they reach the marker point at head of que or, to prevent congestion, to their socially distanced waiting point in front of green dots</li> </ul>	<p>DHTs</p> <p>HT DHTs</p> <p>HT DHTs</p> <p>DHTs</p> <p>DHTs</p> <p>CTs TAs</p> <p>Allocated staff</p> <p>SLT</p> <p>CTs Tas</p> <p>CTs TAs</p> <p>CTs TAs/NNEB</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p><b>w/b 1.03</b></p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<ul style="list-style-type: none"> <li>• Parent and child follow one-way exit line</li> <li>• If child is not collected on time, child is taken back to class by teacher and any late parents inform office by 'phone and arrange teacher to bring child; siblings wait with teacher for final pick-up time</li> <li>• Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site</li> <li>• Parents with prams can enter through Hereford Road and staff to take/bring pupils to them</li> <li>• Year 5 pupils arrive and go into the hall. Supervised by members of staff and then taken up stairs. Year 6 are supervised in the MUGA and then taken up stairs. If it rains year 6 are placed in the other side of the hall and supervised.</li> </ul>	<p>CTs TAs</p> <p>HT</p> <p>CTs TAs</p> <p>Allotted staff</p> <p>SLT TAs</p>	<p>Ongoing</p> <p>w/b 1.03</p> <p>w/b 1.03 Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>MD to clean hall once they have left before lunchtimes. Pupils sit in the same seats. Teachers have a seating plan.</p> <ul style="list-style-type: none"> <li>Parents/ carers advised to wear face coverings when on school site</li> </ul>	HT	10.11	
Transport and journeys to school	Transmission to the school community	Pupils Parent or carer	<p>Car park closed to enable one-way system for parents</p> <p>Parents informed that only 1 should accompany child</p> <p>Parents are encouraged to walk or cycle with their child to school where possible</p> <p>All children must be collected by a named adult or consent to walk alone must be given</p> <p>School to liaise with bus company about social distancing on route and possibility of more services</p> <p>School to get assurance from bus company that they will ensure any drivers who display symptoms or live in households where someone displays symptoms will not work</p> <p>Hand sanitiser is provided and used by pupils upon boarding and disembarking by bus company</p>	<p>SBM</p> <p>HT</p> <p>HT</p> <p>CTs</p> <p>SBM</p> <p>SBM</p> <p>SBM</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>Ongoing</p> <p>17.07</p> <p>w/b 1.03</p> <p>w/b 1.03</p>	HT

			School to get assurance from bus company of additional cleaning programme	SBM	w/b 1.03	
Pupil or staff or any other adult displays covid-19 symptoms while at school	Transmission to the school community	Pupils Staff	Staff are informed that if anyone demonstrates a new persistent cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow "guidance for households with possible or confirmed coronavirus (COVID-19)infection" (isolation period includes the day the symptoms started and the next 10 full days) and should arrange a test and other members of the household (including siblings, members of their support or childcare bubble) should self-isolate(their isolation period includes the day symptoms started for the first person in their household or the day their test was taken if they did not have symptoms and the next 10 full days; if a member starts to display symptoms while self-isolating the will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.	HT	1.09	SLT  1.09 Ongoing

			<p>Staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19</p>			
			<p>Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</p>	<p>HT SBM</p>	<p>1.09 ongoing</p>	
			<p>All staff are informed of the procedure in school relating a pupil becoming unwell in school</p>	<p>HT</p>	<p>1.09</p>	
			<p>Any pupil who displays signs of being unwell is immediately reported to an SLT member</p>	<p>All staff</p>	<p>Ongoing</p>	
			<p>Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home</p>	<p>All staff</p>	<p>Ongoing</p>	
			<p>Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance</p>	<p>SLT CTs</p>	<p>Ongoing</p>	
			<p>If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door. Depending on the child's age, they can be supervised through the</p>	<p>SLT</p>	<p>Ongoing</p>	

			<p>viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member. If not possible to isolate them, move them to an area at least 2 metres away from other people</p> <p>If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform HR, HL or TM immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door)</p> <p>The children in the room with the child showing symptoms ( or from the same household as the child showing symptoms) should be moved to another room until the classroom has been cleaned; all areas used by the child should be identified and cleaned before use</p> <p>In an emergency call 999 if they are seriously ill or injured or if their life is at risk</p>	<p>SLT Cleaning staff CTs TAs</p> <p>SLT Cleaners</p> <p>SLT All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>If a member of staff has helped/ been in contact with someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or the person subsequently tests positive or they have been requested to do so by NHS Track and Trace or they have tested positive from a LFD test. Everyone should wash their hands thoroughly for 20 seconds with soap and water or use sanitiser after coming into contact with someone who is unwell.</p> <p>Parents and staff to be informed by email that they must be ready to book a test if they or their child are displaying symptoms( main symptoms are a high temperature, a new continuous cough and or a loss or change to your sense of smell or taste), must self-isolate and not come into school if they have symptoms or have been in close contact with someone who tests positive for coronavirus, anyone in their household or support or childcare bubble develops symptoms of coronavirus, if they are required to do so having recently travelled from certain other countries or if they have been advised to isolate by NHS test and trace or the PHE local health protection unit, provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace;</p>	<p>All staff Children</p> <p>HT</p>	<p>Ongoing</p> <p>w/b 1.03</p>	
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		<p>Parents and staff should inform the school of results of tests.</p> <p>The Headteacher will contact the DfE helpline who will conduct a rapid assessment and will advise school on appropriate action.</p> <p>A list of pupils and staff in each bubble and close contact that takes place between children and staff in different bubbles to be maintained.</p> <p>Close contacts to self-isolate immediately and for the next 10 full days counting from the day after contact with positive case</p> <p>Letter from the health protection team to be distributed to parents and staff.</p> <p>If someone in a bubble that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual tested positive, they should follow "guidance for households with possible or confirmed coronavirus (COVID-19 infection". They should get a test and: if the test delivers a negative result, they must remain in in isolation for</p>	<p>HT</p> <p>CTs</p> <p>HT</p> <p>HT Admin</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As directed</p> <p>Ongoing</p>	
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			<p>the remainder of the 10 day isolation period</p> <p>if the test result is positive, they should inform the school immediately and should isolate from the day of onset of their symptoms and at least the following full 10 days(which could mean the self-isolation ends before or after the original 10 day isolation period). Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following "guidance for households with possible or confirmed coronavirus (COVID-19) infection"</p> <p>The pupil or staff member who tested positive can return and stop self-isolating if their symptoms have gone or if they only have a residual cough or anosmia. If they still have a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick and/ or diarrhoea or are otherwise unwell they should stay at home.</p> <p>If a child states they have a temperature, a hand-held non-</p>		Ongoing	
				CTs	Ongoing	

			<p>contact thermometer is available to check</p> <p>If a child is off due to self-isolation, absence is monitored by school and register pre-populated to show staff who should be off, days off and return date. If child arrives when marked as absent with X code, staff to enquire from office if parent has provided test result. If no result provided by parent, child to be isolated as per protocols and then either returns to class or goes home after parent is contacted for result.</p> <p>The school provides details of staff who have been asked to self-isolate to the Self-Isolation Service Hub (020 3743 6715)</p> <p>The school contacts the DfE helpline and LA Outbreak Control Hub if there are 2 or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus is suspected.</p>	<p>CTs Admin KE</p> <p>HT</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Transmission to staff when administering first aid	Transmission to the school community	Staff	<p>PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection</p> <p>Children to be encouraged to apply first aid routines themselves under</p>	<p>SBM</p> <p>First Aiders</p>	<p>1.09</p> <p>Ongoing</p>	<p>HT FSM</p>



			supervision and if appropriate (e.g. application of ice pack)			
			First Aid stations to be closed off and cleaned after use	First aiders Cleaning staff	Ongoing	
			Pupils to avoid activities which heighten risk of injury	CTs TAs	Ongoing	
			First Aiders to check supply of first aid resources weekly and expiry dates	First Aiders	Ongoing	
			Asthma pumps and epipens to be available in classrooms	HS-H SLT	Ongoing	
			Medical lists compiled and available to provide medical details for every child in school, including allergies	HS-H	w/b 1.03	
			Staff have received emergency first aid training	SBM	Current	
			PFA on site	FS lead teacher	Ongoing	
			First Aid at Work L3 staff on site	SBM	Ongoing	
			First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal	All staff	Ongoing	
			First Aiders to clean hands prior to attending if possible and to wash hands after attending	All staff	Ongoing	
			First Aiders to record in first aid records all children attended to for Track and Trace	All staff	Ongoing	

			<p>Lunchtime playground rota identifies emergency first aiders at work and paediatric first aiders; distributed across bubbles where possible – where not, alternative cover in place. Playtimes- at least 2 teachers in each year group have emergency first aid training; Level 3 First Aid At Work staff identified. Vulnerable staff not identified as covering first aid</p> <p>First Aiders should minimise time spent sharing a breathing zone and assist at as safe a distance as possible</p> <p>Bump notes and other first aid notes to be sent by Parentmail but acknowledgement slip from parents required; 'phone calls to parents re head bumps always required; first aid trained TAs and teachers can address appropriate minor injuries but send others to L 3 First Aiders in school</p> <p>If CPR required:</p> <p>Call 999  Trained staff use se defibrillator  Cover patient's mouth and nose with a cloth or towel  Use a fluid repellent mask, disposable gloves, eye protection and apron  Only deliver CPR with chest compressions and use a</p>	<p>DH</p> <p>First Aiders</p> <p>All staff</p> <p>First Aiders AE</p>	<p>w/b 1.03</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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			<p>defibrillator- DO NOT use rescue breaths</p> <p>If administering first aid, wear apron, gloves, mask and eye protection</p>	All staff	Ongoing	
Poor pupil behaviour increases the risk of the spread of the infection	Social distancing is compromised by poor behaviour	Pupils Staff	<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul>	<p>CTs</p> <p>HT CTs TAs</p> <p>FSM</p> <p>FSM SENCOs</p>	<p>3.09</p> <p>3.09</p> <p>17.07</p> <p>17.07</p>	HT
Transmission to staff due to need for handling	Transmission to school community	Staff Pupils	<p>Pre-empt by providing additional support to pupil (1:1 TAs to maintain social distancing if possible and use PPE if not- parents informed if using PPE)</p> <p>Avoid or abort activities that will heighten/ are heightening child's anxiety</p> <p>If a child is not posing a risk of injury to themselves or others, remove all other children to another room and observe pupil, using de-escalation techniques until calm. If self-injuring, wear PPE (gloves, mask,</p>	<p>CTs TAs</p> <p>CTs TAs</p> <p>SLT CTs TAs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	HT ongoing

			<p>apron, eye protection) when carrying out handling ( to be available in classroom)</p> <p>Handling plans and risk assessments in place for identified pupils; seek external advice if appropriate</p> <p>Plans should be shared, understood and followed by staff working with those children</p> <p>Prepare social stories to support pupils with autism/ learning needs (highlighting changes to classrooms/ arrangements/ use of PPE, for example) and share with parents and pupils prior to pupils returning to school</p> <p>Call for parent to remove child from premises. If appropriate, child to be excluded.</p>	<p>FSM SENCOs</p> <p>FSM SENCOs</p> <p>SENCOs</p> <p>HT</p>	<p>17.07</p> <p>3.09</p> <p>17.07</p> <p>Ongoing</p>	
Vulnerable pupils and pupils with SEND do not receive appropriate support	Vulnerable pupils and SEND pupils are not well supported with mental health	Vulnerable pupils SEND pupils	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies (e.g. social stories).</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<p>HS-H SENCOs PHSE co-ord</p> <p>HS-H KE SENCOs</p>	w/b 1.03	HT
Increased number of safeguarding	Increase in number of safeguarding	Pupils with safeguarding concerns	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support</li> </ul>	<p>HT HS-H</p>	w/b 1.03	HT 1.09 ongoing

concerns reported after lockdown	concerns is not addressed effectively		<p>returning pupils (one DSL and 3 DDSLs on site during day)</p> <ul style="list-style-type: none"> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	HT  FSM DSL DDSL	w/b 1.03  1.09 ongoing	
Emergency evacuation due to fire etc	Evacuation procedures do not take account of changes in systems, processes and location of staff and pupils	Pupils Staff	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained as much as possible</li> <li>Leaders to communicate procedures to all staff</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each half-term.</li> <li>Staff to be aware that in an emergency, social distancing does not apply</li> <li>Check fire doors are working and free of damage</li> <li>Check fire exits are clear, working and free of damage</li> <li>Ensure PAT certificates are current</li> <li>Ensure gas safety certificate is current</li> </ul>	HT DHTs SBM  HT CTs  HT  SBM SBM SBM SBM	w/b 1.03  w/b 1.03 3.09 ongoing  1.09  ongoing ongoing w/b 1.03 w/b 1.03	HT 3.09

			<ul style="list-style-type: none"> <li>Alarm systems and emergency lighting have been tested and are fully operational</li> </ul> <p>As a result, social distancing is maintained as much as possible in the event of an emergency evacuation or lockdown</p>	SBM	w/b 1.03	
Transmission to staff and pupils through inappropriate/ insufficient cleaning	Transmission to school community	Cleaners Pupils Staff	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening</li> <li>Government guidance on cleaning procedures and materials to be shared with all staff and followed</li> <li>PPE for staff to be provided and availability regularly checked; all staff are aware of need to use PPE when cleaning required in any situation, in classroom or other locations over the day</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>Where possible, cleaning staff given additional hours to increase the regularity of cleaning</li> <li>1 cleaner on site during the day</li> </ul>	HT SBM  HT SBM  SBM  SBP  SBM  SBM  SBM Cleaning staff	w/b 1.03  1.09  Ongoing  Weekly  17.07  Ongoing  Ongoing	HT SBM  Ongoing



			<ul style="list-style-type: none"> <li>• Cleaning schedule and check list in place</li> <li>• If any rooms are shared, they are cleaned before use by subsequent occupiers; notices saying, "Closed for Cleaning" displayed on door to prevent use</li> <li>• Toilets cleaned throughout the day</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>All staff Cleaners</p> <p>Cleaners</p>	<p>Ongoing</p> <p>Ongoing</p>	
Contractors, deliveries and visitors increase the risk of infection	Transmission to school community	Pupils Staff	<ul style="list-style-type: none"> <li>• All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>• All contractors/ visitors asked infection control questions prior to entry (see above)</li> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils (if possible, contractors should work outside school hours)</li> <li>• Agree arrival and departure times with visitors</li> <li>• All contractors/visitors to wash hands on entry to the school site</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities</li> </ul>	<p>Admin. Staff SBM FSM SENCOS</p> <p>Admin</p> <p>SBM</p> <p>FSM SENCOS Admin. Staff</p> <p>Admin staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT SBM Ongoing</p>



			<ul style="list-style-type: none"> <li>• All areas in which contractors/visitors work are cleaned in line with government guidance</li> </ul>	SBM	Ongoing	
			<ul style="list-style-type: none"> <li>• Contractors/visitors to bring own food, drink and utensils onto site.</li> </ul>	SBM	Ongoing	
			<ul style="list-style-type: none"> <li>• Physical distancing and hygiene requirements explained to contractors/visitors on arrival</li> </ul>	SBM	Ongoing	
			<ul style="list-style-type: none"> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> </ul>	All staff	Ongoing	
			<ul style="list-style-type: none"> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries</li> </ul>	SBM	Ongoing	
			<ul style="list-style-type: none"> <li>• If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building</li> </ul>	Admin. Staff	Ongoing	
			<ul style="list-style-type: none"> <li>• Surfaces to be cleaned after any deliveries have been made.</li> </ul>	Cleaning staff	Ongoing	
			<ul style="list-style-type: none"> <li>• If possible, 72 hour isolation for goods maintained</li> </ul>	All staff AHTs	Ongoing Ongoing	
			<ul style="list-style-type: none"> <li>• Supply teachers and TAs to receive instruction from phase leader/ head of year on arrival</li> </ul>	EYFS leader Yr. 4 head		

			<ul style="list-style-type: none"> <li>All visitors/ contractors to wear face coverings when in school</li> <li>A record of all visitors to support contact tracing is maintained</li> <li>If possible, agencies only provide supply staff who have not worked for 10 days</li> <li>Separate RA exists for peripatetic music teachers</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	Admin. Staff  Admin. Staff SLT  HT	Ongoing  Ongoing  Ongoing	
Stress upon staff members	Mental health	Staff	<p>Clinically vulnerable, clinically extremely vulnerable shielded at home or role changed and risk assessed</p> <p>BAME staff are risk assessed to ensure safety measures are in place, including possibility of changing roles</p> <p>Induction prior to starting over TEAMS or in written form</p> <p>Regular feedback and updates for staff on site</p>	HT  HT HT  HT DHTs AHTs FS lead teacher SBM  HT	1.09  17.07  15.07  Ongoing  15.07	HT DHTs AHTs FS lead teacher SBM  Ongoing

			<p>Staff aware of need to report concerns to managers at induction meeting</p> <p>Counselling service available through sickness insurance scheme</p> <p>Systems and processes for control of risk are in place and regularly reviewed in light of experience</p> <p><b>Staff helpline: Education Support charity 0800 562 561</b></p>	<p>SBM</p> <p>HT DHTs AHTs FS lead teacher SBM</p>	<p>Ongoing</p> <p>Ongoing</p>	
Accident in external carpark	Physical injury to staff or pedestrians	Parents Pupils Staff	<p>Parents/ carers informed car park is closed</p> <p>Entrance and exit to car park coned off</p> <p>Staff on duty at a safe distance from cone line</p> <p>Staff wear high visibility jackets</p> <p>Parents walk on path on entry</p> <p>Parents and pupils' path moves to middle of car park when possible</p> <p>Crossings are sufficiently spaced so unauthorised vehicles can see pedestrians on approach</p>	SLT Duty staff	Ongoing	HT SBM  ongoing

			Bus company informed that they cannot use car park for drop off or collection			
Shared transport spreads infection between staff and therefore between bubbles	Spread of infection between "bubbles"	Pupils Staff Parents	Staff do not provide transport for each other to and from school	Staff	Ongoing	HT  Ongoing
Face coverings from home	Spread of infection from objects brought into school from home	Pupils Staff Parents	If staff or pupils wear face coverings to school, they must wash their hands on arrival, dispose of temporary face coverings in the closed bin (not recycling bin) or place reusable coverings in a plastic bag to take home with them, and then wash their hands again. Damp coverings should be replaced.  Pupils and staff must not touch the front of their mask during use or when removing them; staff must instruct pupils of this.	Staff	Ongoing	HT  Ongoing
Face coverings strongly recommended in communal areas	Spread of infection between staff		Staff to be given protocol for wearing, removing, maintaining and disposing of face coverings used throughout the day in communal areas  Contingency supply available in school	HT	5.11.2020 1.03 2021	
Face coverings to be worn by parents/ carers on school site	Spread of infection between staff and parents		Letter to parents requiring (unless exempt) face coverings on school site; given protocol for wearing, removing, maintaining and disposing of face coverings	HT	11.11.2020	
		Pupils		HT	23.02	

<p>Inappropriate face coverings are used by staff</p> <p>Face shields or visors used in class are cleaned appropriately</p>	<p>Spread of infection between staff</p> <p>Spread of infection</p>	<p>Staff</p> <p>Staff</p>	<p>Advice given to all staff that face visors or shields should not be worn as an alternative to face coverings.</p> <p>Any staff wearing/ wishing to wear a face visor must contact HT to formulate Risk Assessment for use.</p> <p>Any staff wearing a face shield or visor must clean the face shield or visor appropriately</p>	<p>HT Staff</p>	<p>Ongoing</p>	
<p>Standard Health and Safety practices are not carried out</p>	<p>Safety standards in the school may drop because of focus on COVID-19 safety measures</p>	<p>Staff</p> <p>Children</p>	<p>Documents including H&amp;S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out</p> <p>Systems are subject to routine flushing</p>	<p>HT(Responsible Person)</p> <p>NoS(Competent Person)</p> <p>Premises staff</p> <p>All staff</p>	<p>Ongoing</p>	<p>HT</p>
<p>Educational visits</p>	<p>Risk of COVID-19 transmission</p>	<p>Staff</p> <p>Children</p>	<p>All educational visits cancelled</p> <p>Minibus not used</p>	<p>HT</p> <p>EVC</p> <p>All staff</p>	<p>Ongoing</p>	<p>HT</p>
<p>Music</p>	<p>Risk of COVID-19 transmission</p>	<p>Staff</p> <p>Children</p>	<p>Do not carry out singing, chanting, playing wind or brass instruments and shouting.</p> <p>Avoid background music</p> <p>Choirs to not take place</p> <p>Avoid sharing microphones</p> <p>(Separate risk assessment for peripatetic music teachers)</p>	<p>CTs</p> <p>TAs</p>	<p>Ongoing</p>	<p>HT</p>

Dance and drama	Risk of COVID-19 transmission	Staff Children	Do not carry out dance or drama activities	CTs	Ongoing	HT
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries from overuse or poorly designed workstations or work environments  Headaches  Sore eyes	Staff	Regular breaks from computer  DSE assessments to take place – all employees to be trained to assess their work station  Eye tests provided where needed  Lighting, temperature, noise level controlled	SBP HT	7.09	HT
Meetings	Risk of COVID-19 transmission	Staff Visitors Contractors	Remote tools used where appropriate  Staff in own rooms for TEAMS meetings  Number of staff attending in-person meetings is minimised  2metre distance between participants is maintained  Hand sanitiser is available in room  Windows are opened for ventilation  Participants to avoid sharing resources or food  Participants wipe down own work stations at end of meeting	All staff	1.09 ongoing	HT Meeting organisers
1:1 Reading	Risk of COVID-19 transmission	Staff Pupils	Read outside if possible  When inside, ensure ventilation.	All staff	Ongoing	HT

			<p>Sit side by side, forward facing, use table top Perspex screens to separate staff from child. Maintain as much distance as possible (at least 1 metre); minimise time</p> <p>Clean chair and table top and Perspex screen between each child</p>			
Phonics	Risk of COVID-19 transmission	Staff Pupils	<p>Perform outside of possible</p> <p>When inside, ensure ventilation</p> <p>Sit side by side, forward facing</p> <p>Maintain 2 metre distance</p> <p>Divide into smaller groups</p> <p>Only one child's response at a time</p>			
Breakfast Club	Transmission to the school community	Staff Pupils	<p><b>Operation suspended between 8<sup>th</sup> March and end of Spring Term</b></p> <p><b>Opened in line with guidance – 4.05.21</b></p> <p>3 wider bubbles formed: R/1/2; 3/4 ; 5/6</p> <p>Required tables put down on R side at start of Breakfast Club and on 5/6 and 3/4 side</p> <p>Tables cleaned by Breakfast Club staff prior to use</p> <p>Pathway from side entrance into hall marked for year 5/6 children to go to their area, R/Yr.1/ Yr.2 children to go to their area, Yr. 3 and Yr. 4 children to go to their area.; 2 metre buffer zones</p>	Breakfast Club staff	Ongoing	HT Ongoing

			<p>between pathway and areas marked by cones and between Yr. 5 pupils and Yr. 6 pupils</p> <p>Children use hand sanitiser on entry</p> <p>Each bubble in own area · Children sit at tables for breakfast and activities and are forward facing and side by side</p> <p>If mats are used for activities, the children are to be sitting on one side, forward facing and seated side by side; mats cleaned after use</p> <p>Children finish breakfast by 8.15 so then tables are cleaned prior to Yr. 5 and Yr. 6 use</p> <p>SH to supervise Yr. 5/6 and 3/4 children from pathway to maintain social distancing; CW to be in kitchen; LA to have area 2 metres away from R/ 1/ 2 children</p> <p>Resources are to be placed in separate boxes for each group and after use on allocated day, to be kept in rotation for 72 hours</p> <p>Staff to practice hand hygiene regularly</p> <p>Staff to wear visors or masks if want</p>			
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			<p>Staff to wear gloves for food distribution and follow food hygiene requirements</p> <p>Children sit at tables and food taken to them</p>			
<p>Ventilation</p> <p><b>PLEASE NOTE THAT THIS IS AN ESSENTIAL COMPONENT OF INFECTION CONTROL</b></p>	Transmission to the school community	Staff Pupils	<p>Natural ventilation: open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space);</p> <p>Open internal doors (but not fire doors)</p> <p>if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Mechanical ventilation in place (Breathing Buildings)- manufacturer confirms that system operates within a single room and air does not mix with other rooms; supplemented by an outside air supply</p> <p>Increase ventilation while spaces are unoccupied</p>	<p>All staff</p> <p>SBM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>2<sup>nd</sup> June 2020</p>	<p>HT</p> <p>Ongoing</p>
Working across 2 settings	Transmission to the school community	Staff Pupils	<p>Email to staff to self-identify</p> <p>Any staff who work in 2 workplaces are to have a risk assessment in place.</p>	<p>All staff</p> <p>Identified staff</p>	10.05.21	HT

			<p>They will not be able to work across 2 settings within the same day.</p> <p>If they work across 2 settings they are required to take LFD test before entering the school.</p>			
Use of staff across bubbles	Transmission to staff and children	Staff Pupils	<p>PPA teachers cover different bubbles but not on same day.</p> <p>PPA teachers can only work at LPS</p> <p>PPA timetable designed to reduce amount of working across bubbles as much as possible</p> <p>PPA teachers take LFD tests twice weekly</p> <p>Every fortnight 1 PPA teacher covers 6 bubbles, 1 teacher covers 4 bubbles, 1 teacher covers 3 bubbles, 1 teacher covers 2 bubbles,</p> <p>Playtime staff:</p> <p>Playground timetable designed to reduce amount of working across bubbles as much as possible</p>	SLT	8.03 onwards	HT

			<p>R and KS1 all staff with own bubble KS2 only 1 staff member works across more than 1 bubble; all other staff with own bubble</p> <p>Majority of playtime staff take LFD tests twice weekly</p> <p>Lunchtime staff:</p> <p>Lunchtime timetable designed to reduce amount of working across bubbles as much as possible</p> <p>R only 2 staff moving across bubbles KS 1 only 2 staff member2 works across more than 1 bubble KS2 only 3 staff work across more than 1 bubble</p>			
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